



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION MIRAMAR
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StaO 10464.1A

ADJ

27 FEB 2003

STATION ORDER 10464.1A

From: Commanding General

To: Distribution List

Subj: STATION DOCUMENT DISINTEGRATION SYSTEM (DDS)

Ref: (a) SECNAVINST 5510.36

Encl: (1) Operating Instructions for the DDS

1. Purpose. To publish guidelines and instructions governing the use of the DDS located adjacent to the headquarters building, 8630, Marine Corps Air Station (MCAS) Miramar.

2. Cancellation. StaO 10464.1.

3. Background. The Adjutant Division is responsible for the coordination, scheduling, utilization training and the maintenance of the Station DDS.

4. Information.

a. The DDS is a heavy duty, multigenerated shredder that can destroy documents in less time, with comparison to an office shredder. Due to safety precautions and safeguard of classified material, a two man team concept will be required. The two man team will perform the destruction of classified and unclassified material. During normal use, in the event the DDS becomes jammed or inoperative, one member will stay with the material outside of the DDS shed, while the other reports the problem to the Adjutant's office. The two member team will then remain in the immediate area to provide adequate security for any legible classified material (when applicable) that may be recovered inside the DDS by maintenance personnel.

b. Appointments for the use of the DDS may be scheduled, on a first-call, first-served basis, 0800 to 1530, Monday through Thursday, by calling the Adjutant Division at extension 1051.

c. The Adjutant's Office representative will provide training for the safe operation of the DDS. Safety glasses and ear protection will be worn at all times while the DDS is in use. These items will be issued to users during the training session.

d. An inspection of all material to be disintegrated will be performed by a representative from the Adjutant Division to ensure only authorized documents are shredded. Foreign items such as paper clips, staples, plastics, rubber bands, cloth, binding, video tapes, aerial maps, etc., will be removed prior to the use of the DDS. Microfiche, computer diskettes, typewriter ribbons, carbon paper, aerial maps, and all other types of plastics will be destroyed using other methods, and not by the DDS. No plastic of any kind or cloth may be thrown into the DDS.

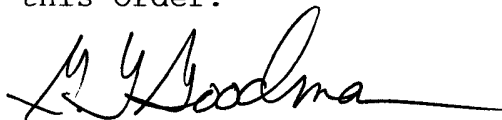
e. In the event the DDS malfunctions or breaks down, immediately notify a representative from the Adjutant's Office. The representative will make every attempt to repair the problem, and if not successful, will request maintenance service.

f. The shed where the DDS is located, is not designated as a secure area. Units destroying classified material will ensure strict compliance with the procedures in the reference, regarding authorized destruction of classified material. Classified and partially destroyed material in and around the machine is subject to compromise if it is left unattended.

g. Willful misuse, neglect, disregard of training instructions or intentional damage to the DDS may result in the unit, being held liable for the cost of the repairs.

h. Personnel using the DDS facility are responsible for cleaning the area prior to their departure. Cleaning gear is available in the DDS building for this purpose.

5. Action. Units requiring the use of the DDS will ensure strict compliance with the contents of this Order.



G. L. GOODMAN
Chief of Staff

DISTRIBUTION: A

OPERATING INSTRUCTIONS FOR THE DDS

1. Safety Precautions. The following safety precautions will be observed at all times while operating the DDS:

a. Face shield or safety glasses will be worn when operating the equipment.

b. Sound suppressors and earplugs will be worn over the ears while the equipment is in operation.

c. Access doors will be opened while the mills are in motion or while the power drive is in operation.

d. Never stand directly in front of the destructor's feed throat while material is being destroyed.

e. One person will shred the material while the other stands next to the emergency shut off switches.

f. Never place any part of the body into the feed throat while the mills are in motion or while the power driver is in operation.

2. Feeding the Destructor. Place a small amount of material to be destroyed on the feed tray. (ONLY PAPER will be feed into the destructor). Start with a steady feeding of sheets not thicker than one quarter inch into the feed throat and listen to the sound of the hammers pulverizing the material. Constantly watch the tack percentage machine ensuring you do not tack the machine out past 75 percent. Should this happen, immediately stop feeding the material into the feeder and gradually let the machine come back down under 75 percent. Be sure to remove all paper clips, staples and metal/plastic/fabric fasteners. The disintegrator is designed to accept a large quantity of paper in and round the hammermills. Feeding a large quantity of material into the hammermills at one time may result in "slugging," blowing fuses or machine stoppage. Should this occur, immediately stop operation and report this to the Adjutant Shop. Do not leave partially destroyed classified material unattended in or around the building. The shed next to building 8630 is not a secure area.

3. Completion of Destruction. Once all material has been destroyed, leave the machine running. One person will notify the Adjutant's office of the completion, while the other person police the area. An Adjutant representative will go out to the DDS, throw

ENCLOSURE (1)

StaO 10464.1A
27 FEB 2003

in a piece of wood that is required to ensure the hammermills are clean and clear of all paper, and to ensure the area is policed properly. All means of getting the material to the DDS (i.e. Card board boxes, trash bags, trash cans, etc.) will be taken back to the unit by the individuals who used the machine. Do not leave these items in or around the DDS. Once the system has been secured and shut down by the Adjutant representative, all safety equipment will be returned to the Adjutant's Office prior to the units departure.

ENCLOSURE (1)